

Retention and Classification Report

Agency: Department of Public Safety. Driver License Division.
Administrative Programs Bureau (295)
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Records Officer John Fairbanks

84446	Bank statements
25200	Commercial driver education school audit records
10675	Drivers License Division Headline News newsletter
16947	Drivers license fee receipts
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84447	Income receipts
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AGENCY: Department of Public Safety. Driver License Division. Administrative Programs Bureau

SERIES: 84446

3

TITLE: Bank statements

DATES: 1980-

ARRANGEMENT: Alphabetical by station letter, thereunder chronological

ANNUAL ACCUMULATION: 7.00 cubic feet.

DESCRIPTION:

These are monthly statements showing the amount of money on deposit to the credit of the entity showing date, name of bank, total deposit, withdrawals, and cash balance with interest on daily bank balances.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 9.

AUTHORIZED: 06/07/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency. These records are needed for the five-year period that licenses are valid.

AGENCY: Department of Public Safety. Driver License Division. Administrative Programs Bureau

SERIES: 84446

TITLE: Bank statements

(continued)

AGENCY: Department of Public Safety. Driver License Division. Administrative Programs Bureau

SERIES: 25200

1

TITLE: Commercial driver education school audit records

DATES: 1993-

ARRANGEMENT: Alphabetical by school name

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These are records created by the agency while conducting audits on commercial driver education schools to ensure compliance with UCA 53-3-501, et seq., and Utah Administrative Code R708-2. "The division shall review the records of all schools at least annually and may observe the instruction given both in the classroom and behind the wheel. The division shall have the right to review the operation of the schools whenever the division deems it necessary to insure compliance with this rule" Utah Administrative Code R708-2-19 (2)(2003). Examples of specific audit duties include reviewing records documenting instruction of students and student test results. Information includes name and location of school, name of owner(s), date of audit, name of division employee performing the audit and audit findings.

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then destroy.

AGENCY: Department of Public Safety. Driver License Division. Administrative Programs Bureau

SERIES: 25200

TITLE: Commercial driver education school audit records

(continued)

APPRAISAL:

Administrative Legal

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (2008).

AGENCY: Department of Public Safety. Driver License Division. Administrative Programs Bureau

SERIES: 10675

3

TITLE: Drivers License Division Headline News newsletter

DATES: 1991-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION:

Retain 2 months.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 08/21/1992

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 months and then transfer to State Archives with authority to weed.

APPRAISAL:

AGENCY: Department of Public Safety. Driver License Division. Administrative Programs Bureau

SERIES: 10675

TITLE: Drivers License Division Headline News newsletter

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Public Safety. Driver License Division. Administrative Programs Bureau

SERIES: 16947 3

TITLE: Drivers license fee receipts

DATES: 1952-1959; 1982-

ARRANGEMENT: Numerical by batch number, thereunder alphabetical by station identification letter, thereunder chronological.

ANNUAL ACCUMULATION: 50.00 cubic feet.

DESCRIPTION:

These records are maintained as a receipt for the payment of drivers license fees. They are the audit copy of the camera cards prepared when driver's license pictures are taken. Information includes receipt number; amount of fee; name, address, weight, height, eye and hair color, birth date, Social Security number, sex, and signature of driver; restrictions and endorsements; and dates of issuance and expiration.

RETENTION:

Retain 6 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1998

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office until scanned and quality checked, and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

AGENCY: Department of Public Safety. Driver License Division. Administrative Programs Bureau

SERIES: 16947

TITLE: Drivers license fee receipts

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (2008).

AGENCY: Department of Public Safety. Driver License Division. Administrative Programs Bureau

SERIES: 81212

3

TITLE: Drivers license record receipts

DATES: 1987-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 5.00 cubic feet.

DESCRIPTION:

These receipts are maintained in order to track incoming funds received by the public. They document requests for Drivers License Division reports, such as drivers records, accident reports, commercial drivers training, etc. Information includes receipt number, date, name of individual requesting reports, amount paid, report received, and signature of cashier.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

AGENCY: Department of Public Safety. Driver License Division. Administrative Programs Bureau

SERIES: 81212

TITLE: Drivers license record receipts

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Public Safety. Driver License Division. Administrative Programs Bureau

SERIES: 84447

3

TITLE: Income receipts

DATES: 1986-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records are maintained in order to provide written documentation of funds received by the Drivers License Division for services rendered. Examples of services include the sale of microfiche copies, drivers license copies, prison identification cards, and the collection of fees for bad checks.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative Fiscal

AGENCY: Department of Public Safety. Driver License Division. Administrative Programs Bureau

SERIES: 84447

TITLE: Income receipts

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Public Safety. Driver License Division. Administrative Programs Bureau

SERIES: 81211

3

TITLE: Reinstatement receipts

DATES: 1984-

ARRANGEMENT: Numerical by receipt number

ANNUAL ACCUMULATION: 1.50 cubic feet.

DESCRIPTION:

Agency copy of receipts given to customers who pay the agency for services rendered.

RETENTION:

Retain 6 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 13.

AUTHORIZED: 04/30/2007

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Digital image: Retain in Office for 6 years and then delete.

Paper: Retain in Office for 6 years and then destroy.

APPRAISAL:

Administrative

This retention is based on the administrative needs expressed by the agency.

AGENCY: Department of Public Safety. Driver License Division. Administrative Programs Bureau

SERIES: 81211

TITLE: Reinstatement receipts

(continued)

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (2008).

AGENCY: Department of Public Safety. Driver License Division. Administrative Programs Bureau

SERIES: 81213

3

TITLE: Surrendered receipts

DATES: 1986-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These are receipts issued for the payment of a new drivers license when the previous license contained an error. They include name, original receipt number, fee credit, original station letter, reason for surrender, applicant signature, notary seal and signature, and date.

RETENTION:

Retain 6 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

Administrative Fiscal

AGENCY: Department of Public Safety. Driver License Division. Administrative Programs Bureau

SERIES: 81213

TITLE: Surrendered receipts

(continued)

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (2008).